

Madison County Electoral Board

Minutes of the Madison County Electoral Board (EB) Meeting 18 May 2021

- Meeting attendees: Mark Farmer, EB Chair; Margaret “Fred” Douglas, EB Vice-Chair; Susanna Spencer, EB Secretary; Lauren Eanes, General Registrar (GR); and Bonita Burr, Outgoing EB Secretary/Consultant
- Chairman, Mark Farmer called the meeting to order at 4:01 pm.
- Meeting attendees approved the meeting agenda without changes.
- Meeting attendees approved the minutes of the Electoral Board Meeting of 15 March 2021 as written.
- The meeting attendees discussed the following items relative to the planning for the Democratic Primary, Tuesday 8 June 2021 (6:00 am-7:00 pm):
 - Chief and EO Precinct Assignments: The meeting attendees approved the Chief and Election Official (EO) precinct assignments for the 8 June 2021 Democratic Primary.
 - Chief and EO Readiness for Primary: Susanna Spencer accepted an action item (#051821-01) to email the following to each precinct’s chief and EOs: 1) videos to refresh their memories about setting up equipment and 2) precinct assignments and contact information.
 - EB Open/Close Precinct Responsibilities: The meeting attendees agreed to the following EB assignments for precincts which have new chiefs and EOs. The EB members will utilize the Open and Closing Checklists.
 - Susanna Spencer will assist the *Etlan* chief and EOs with opening and closing.
 - Fred Douglas will assist the *Criglersville* chief and EOs with opening and closing.
 - Mark Farmer will assist the *Brightwood* chief and EOs with opening and closing.
 - EB During-the-Day Primary Responsibilities: The EB members will visit and assist the following precincts, *at a minimum*, during the Primary.
 - Mark Farmer: Brightwood, Oak Park, and Radiant
 - Susanna Spencer: Etlan and Rochelle
 - Fred Douglas: Criglersville, Etlan, and Madison
 - Bonita Burr: Wolftown and Graves Mill
 - EB End-of-the-Day Primary Responsibilities: EB members will convene at the Registrar’s Office to receive equipment, ballots, and paperwork from each precinct.
 - At the Registrar’s Office, EB members will: 1) review each precinct’s Certification Checklist, Statement of Results (SOR), and Envelope 2 for completeness; and 2) secure all equipment, ballots, and information before leaving the building for the evening.
 - June 9, 2021 (10:00-5:00) Post-Primary Canvassing Duties: EB members will use the Provisional Ballot Meeting Format to facilitate the decisions about any provisional ballots, and the Canvassing Checklist to conduct all post-primary canvassing duties. Fred Douglas accepted an action item (051821-02) to set up a Google Drive for EB members to share documents.
 - June 11, 2021 (noon until completion) Post-Primary Canvassing Duties: EB members will complete the canvassing, and compile and complete the County and City Reports. Also, on this date, EB members will provide their comments for the Annual Performance Review of the GR.
 - Covid-19 Decisions: The meeting attendees agreed to the following:
 - Decisions regarding the wearing of masks by the EOs will be at the discretion of the Chiefs. (The EB’s position is that EOs may be mask less if they are fully vaccinated.)
 - Disposable masks will be made available to voters who wish to wear them.
 - Separate pens will be issued to each voter.
 - Cleaning supplies will be made available, and Chiefs may use their discretion regarding how often to clean each polling station.
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- Security Duties for the Primary
 - The sheriff has already been contacted, and deputies are prepared to stop by the precincts during the day.
- Other key dates for the 8 June 2021 primary are as follows:
 - Friday, 4 June 2021: Pick up radios from Sheriff's Department (Susanna Spencer)
 - Monday, 7 June 2021 from 09:30 am – 4:00 pm: Precinct chiefs will pick up polling equipment at GR's office at 302 Thrift Road, Madison VA 22727.
- Ballot Distribution: Based on voting history, 1200 ballots were ordered for the Primary, and will be distributed as follows: Oak Park, 150 ballots; Radiant, 150 ballots; Madison, 150 ballots; Brightwood, 150 ballots; Rochelle, 100 ballots; Wolfstown, 100 ballots; Criglersville, 100 ballots; Etlan, 75 ballots; and Graves Mill, 25 ballots; and Central Absentee Processing (CAP), 200 ballots. Of the 200 CAP ballots, there were 66 mailed ballots, and there have been 21 early, in-person ballots cast to date.
- Emergency and Safety Plans. Lauren Eanes, GR, in coordination with the Assistant Registrar has been compiling emergency and safety plans for each precinct. These plans will be more specific and instructional than the current Safety Plan, and will address emergency equipment, evacuation procedures, and equipment security. Lauren Eanes accepted an action item (051821-03) to check with each property owner of the voting precincts to ask about up-to-date fire extinguishers, defibrulators, etc.
- The Registrar's Office will be moving to 410 N. Main Street, Madison VA on 25 and 26 June 2021.
- The meeting was adjourned by Mark Farmer, at 5:05 pm.

Action Items

Action Item Number	Description of Action	Assigned To	Due Date
051821-01	Email instructional videos to the chiefs and EOs to refresh their memories about setting up the equipment. In the same email, send precinct assignments to each chief and EOs.	Susanna Spencer	25 May 2021
051821-02	Set up Google Docs for EB members, and send a link to everyone so they may begin sharing documents in this manner.	Fred Douglas	25 May 2021
051821-03	Check with each property owner of the voting precincts to ask about up-to-date fire extinguishers, and emergency medical equipment, etc.	Lauren Eanes	18 June 2021